

# JOY AMANI

Executive  
Administrative  
Assistant | Media  
Manager | Virtual  
Assistant



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## 📄 PROFILE

I'm a Virtual Assistant with over 4 years of experience helping businesses run smoother and smarter. From cold calling and data entry to media management, SEO, and campaign execution, I've handled a wide range of tasks that keep things moving behind the scenes so you can stay focused on what matters most.

I'm known for being reliable, detail-oriented, and great at meeting deadlines. Whether I'm building out a new email campaign, managing a busy calendar, or troubleshooting a web issue, I bring consistency, creativity, and a get-it-done attitude to every project. I've supported small business owners, executives, and marketing teams alike and I always tailor my approach to match the needs and voice of the business.

If you're looking for someone organized, proactive, and passionate about helping your team succeed, I'm here to lighten the load.

## 🌐 LANGUAGES

English



## 📁 PROFESSIONAL EXPERIENCE

### Fluid Drive Media

Media Manager

02/2024 – Present | Frisco, Texas

Managed Google Ads campaigns, conducted performance analysis using Google Analytics, and generated regular marketing reports. Handled on-page SEO, wrote blog content to boost search visibility, and supported overall digital strategy through a variety of marketing and administrative tasks.

### Freelance

Virtual Assistant

10/2020 – Present

Provided flexible support to various businesses, handling tasks such as data entry, research, scheduling, email management, customer service, and more. Adapted quickly to different industries and workflows, ensuring efficient and reliable assistance tailored to each client's unique needs.

### Unilever

Laborer

12/2023 – 12/2023

## 🏠 ORGANISATIONS

### Fairmile School

Caregiver

09/2023 – 12/2023

During my time at Fairmile, I had the privilege of serving as a caregiver, providing support and companionship to children with special needs. It was a deeply rewarding experience, filled with moments of joy and growth. One of the highlights of my volunteering was engaging in one-on-one play therapy sessions with the children, aged 3 to 6 (reception class). These sessions occurred twice a week and allowed me to connect with each child individually, understanding their unique strengths and challenges. In addition to play therapy, I also did activities with the kids that aimed at enhancing motor skills. From coloring and modeling to exploring patterns, we engaged in various creative endeavors together. Furthermore, activities such as horse riding and cycling provided opportunities for physical development and outdoor fun. Overall, my time at Fairmile was incredibly fulfilling, and I'm grateful for the chance to have made a positive impact on the lives of these remarkable children.

## SKILLS

- Google Analytics
- Web Development
- Search Engine Optimization
- Google Ads
- Google Analytics
- Blogs
- Microsoft Excel
- Organizing Skills
- Time Management

## CERTIFICATES

**Mental Health, Recovery and  
Community Inclusion**  
World Health Organization

**Basic Counseling Skills For Peer  
Counselors**  
KCA University

## EDUCATION

**Counseling Psychology**  
KCA University